



ACTON PLANNING BOARD

DRAFT

Minutes of Meeting

June 19, 2012

Town Hall – Faulkner Room 204

Planning Board members attending: Mr. Ryan Bettez (Chairman), Mr. Ray Yacouby (Clerk) Mr. Roland Bourdon, Mr. Derrick Chin, Ms. Kim Montella, Ms. Margaret Woolley Busse, and associate member Mr. Rob Bukowski. Also present: Zoning Enforcement Officer and Assistant Planner Mr. Scott Mutch, Assistant Planner Ms. Kristen Domurad-Guichard, and Planning Board Secretary Ms. Kim Gorman.

Mr. Bettez called the meeting to order at 7:35 PM.

Mr. Jeff Clymer (Vice Chair) arrived at 8:50pm, for voting on the Pine Ridge draft decision.

I. Citizens Concerns

None raised.

II. Consent Agenda

The draft minutes of 6/05/2012 were approved; 2nd; all in favor.

III. Reports

EDC: Mr. Chin reported the EDC has not met but stated the committee would like to meet with the Board regarding the “Got Books” donation boxes. Pam Harting-Barrat commented the “Got Books” donation boxes is a for-profit group and resells the books. It is reducing the donations to local libraries. Every type of donation box in Acton is in violation. Ms. Harting-Barrat stated Mr. Bartl has visited a BOS meeting and is working with Ms. Harting-Barrat. Suggestions were made to create an annual fee for the donation boxes and enforce a violation fee for donation boxes that do not register with the Town.

Acton 2020: Ms. Harting-Barrat reported the need to recruit new members. Ms. Busse will be putting a post on the town website and Mr. Bartl is working on sending out an email.

IV. PH – Sign Special Permit, 1 Keefe Road, Rafanelli & Kittredge P.C. Attorneys at Law

Mr. Ryan opened the public hearing at 7:45 PM.

Mr. Ryan appointed Mr. Bukowski to sit as a full voting Board member for this public hearing.

The applicants, Ms. Toni Rafanelli of Rafanelli & Kittredge P.C. Attorneys at Law and Ms. Kimberly Ryan was present.

Prior to tonight's public hearing, new documentation was received and Ms. Ryan distributed additional pictures (PowerPoint presentation) for the Board at the meeting.

Ms. Rafanelli stated they have been in business for 20 years and have been in this location for 6 years. Ms. Rafanelli explained within the presentation the small office has only been identified by a small sign on the front of the building. Ms. Rafanelli explained she is asking for approval of a freestanding sign to be placed on the front lawn of the building; perpendicular to the road. Ms. Rafanelli explained with much assistance from the Planning Department (Mr. Scott Mutch) determined their only hope in placing a freestanding sign outside the building is to request a special sign permit. We are requesting relieve from Sec. 7.8.6.1 (precluding a sign from being erected where a building is located within 30 feet of the sideline of the street) through Sec 7.13.1.3, relief from 7.8.3 (prescribing minimum landscaped area) through Sec 7.13.1.8, and relief from Sec 7.8.6.2 (limiting the display area and height of the sign) through Sec. 7.13.1.2(c). Ms. Ryan stated they might have illumination in the future. Mr. Mutch stated to read Sec. 7.3.4.4; there are 3 choices to choose from and an electrical permit will be needed.

There were no questions or comments from the Board members.

Mr. Yacouby moved to close the public hearing, 2nd, all in favor.

Mr. Yacouby moved to authorize staff to revise the draft decision (removing Mr. Clymer and Mr. Bourdons' names and adding Mr. Bukowski) accordingly, and to issue and file it.

Vote: Mr. Bettez, Mr. Yacouby, Ms. Montella, Ms. Busse, Mr. Chin and Mr. Bukowski.
Motion carried 6-0. The Chairman directed staff to write and issue the decision accordingly.

V. Discussion – Zoning for Outdoor Merchandise Display and Sales

Mr. Scott Mutch explained the Zoning Bylaw does not currently allow outdoor sales except in very limited settings such as a garden center. Mrs. Mutch stating he is looking for guidance and to create changes within the bylaw. Should Acton formally allow outdoor displays and sales? Board members review and discussed the article to amend for outdoor retail sales. Mr. Chin stated he will review it with EDC and will be revisited.

VI. Continuation of PH – Central Street PCRC

Mr. Bettez read a signed continuation letter and deadline decision agreement that Mr. Stephen Marsh signed and delivered to the Planning Department on June 19, 2012.

Mr. Bettez moved to continue the proposed Central Street PCRC application public hearing to August 7, 2012 at 7:45pm in Room 204 at the Town Hall, Mr. Yacouby 2nd, all in favor.

VII. Draft Decision - Pine Ridge Farm Lane

Board members reviewed the draft decision and staff documents regarding other sidewalk contributions. Mr. Paratore had asked for a lesser sidewalk contribution than noted in Town staff memo. Stating the portion of Pope Road has wetlands along its side; no sidewalk would be built there. Mr. Paratore stated he would rather build the sidewalk. Board members discussed the difference between smaller and larger lot subdivision contributions and cost.

Board members stated to keep current formulas of the sidewalk contribution. Ms. Montella moved to remove the frontage cost from Pine Farm Lane Road and take out the road cost from the main frontage. The sidewalk contribution would be \$5,000 per lot with a cap maximum of \$10,000 when its 2 lots or less. Pine Farm Lane Road sidewalk contribution is \$10,000. Mr. Yacouby 2nd; all in favor.

Mr. Clymer motioned to close the public hearing regarding the sidewalk contribution information/justification. Mr. Yacouby 2nd, all in favor.

Mr. Yacouby moved to approve amended decision. Ms. Busse 2nd; all in favor.

Vote: Mr. Bettez, Mr. Clymer, Mr. Yacouby, Ms. Montella, Ms. Busse and Mr. Chin.
Motion carried 6-0. The Chairman directed staff to write and issue the decision accordingly.

Motion to adjourn the meeting, 2nd, voted at 9:25 PM.